

## **SUPERINTENDENT OF PUBLIC WORKS**

**GENERAL STATEMENT OF DUTIES:** This is the chief administrative position of the Department of Public Works. The work involves technical and administrative responsibility for planning, coordinating and directing overall public works activities. It is performed under the administrative direction in accordance with existing laws and regulations and objectives and policies formulated by superiors permitting considerable exercise of independent judgment in planning, coordinating and carrying out public works projects and programs. General supervision is exercised over the activities of all subordinate public works employees. Performs related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Supervises and directs the construction of new streets and the reconstruction and maintenance of existing streets, curbing, culverts and parking facilities.
- Supervises the construction of new sewer lines and the reconstruction, maintenance and cleaning of the existing sewer and drainage system.
- Supervises the operation and maintenance of the sewage treatment plant.
- Directs the collection and disposal of refuse and recycling.
- Plans and directs the maintenance and operation of public buildings.
- Plans and directs the maintenance and operation of street lighting system.
- Plans and directs the installation and maintenance of traffic signs and streets markings.
- Plans and directs street cleaning, snow removal and ice control.
- Plans and directs the maintenance of parks and recreation areas and facilities and equipment.
- Plans and directs the public transit system.
- Inspects the work of construction and other public works crews in progress and upon completion.
- Prepares the budget estimates of the Department of Public Works.
- Recommends changes to the City Code pertaining to Public Works.
- Directs budget control and financial operations of the Department of Public Works.
- Drafts specifications for and recommends the purchase of equipment, machinery, materials, tools and other supplies.
- Directs the preparation and maintenance of a variety of activity, cost, personnel, statistical and related records and reports.
- Chief disciplinarian for the department.
- Attends meetings and conferences to assist in the formulation of policy relating to public works activities.
- Reviews and adjusts complaints regarding public works projects and activities.
- Plans and coordinates public works programs and projects with other city and public and private activities and functions.
- Sensitive to the needs of a positive affirmative action program.
- Develops, plans and directs department activities.
- Develops and directs methods and procedures in the training of personnel.
- Develops procedures and policies for handling of complaints regarding department personnel and activities.
- Oversees the Streets and Facilities, Sewer and Park Maintenance Divisions of Public Works.

- Oversees schedule changes.
- Schedules maintenance of all department equipment, vehicles and buildings.
- Physical condition commensurate with the demands of the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Strong administrative and supervisory background; Strong fiscal management and budget experience; Strong knowledge of construction techniques; Ability to work under stress and make quick decisions to protect the public infrastructure while maintaining public health and safety standards; Thorough knowledge of the practices, tools, equipment, materials, terminology and safety precautions of street and sewer construction, street cleaning and snow and ice control; Good knowledge of the practices, tools, equipment and terminology of refuse collection and disposal; Ability to communicate both orally and in writing; Ability to coordinate Public Works activities; Ability to understand and carry out written and oral instructions; Ability to schedule and supervise Public Works activities and personnel; Good judgment, tact and courtesy; Initiative; Resourcefulness; Integrity; Dependability; Good physical condition

**MINIMUM QUALIFICATIONS:**

- A) Graduation from regionally accredited or New York State registered four year college with an Bachelor's degree in Civil Engineering and eight (8) years of experience in street construction, public works construction or related construction activities, including five (5) years of experience in a supervisory capacity; OR
- B) Graduation from regionally accredited or New York State registered two year college with an Associate's degree in Civil Engineering and ten (10) years of experience in street construction, public works construction or related construction activities, including five (5) years of experience in a supervisory capacity; OR
- C) Graduation from high school or possession of a High School Equivalency diploma and Twelve (12) years of experience in street construction, public works construction or related construction activities, including five (5) years of experience in a supervisory capacity; OR
- D) An equivalent combination of training and experience as indicated in (A), (B) and (C).